

FOSDEM 2023 BUILD-UP

H BUILDING

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Useful information

Rooms

- H.2111 (FIT) (not on Friday)
- H.2213
- H.2214
- H.2215
- H.1301
- H.1302
- H.1308
- H.1309
- H.3242
- H.3244

BUILD-UP

FRIDAY

General timeline

FOSDEM -1 week

- Etat des lieux with team of Arnaud Slotte.

Thursday

17:00 – 20:00

- Load vans at the office with Ulysses. We provide food.

Friday

(Provide your own lunch.)

08:30

- Primary building person arrives at ULB and waits.

08:30 – 12-30

- Rentevent delivery at ULB (building K & building H).
- Solucious Delivery at ULB (building K).

11:00 – 12:00

- Delivery and installation walkie-talkies (Walkies4Events).

11:00

- Staff arrives at ULB.
- Open Kitchen and NOC (ULB 7).

11:00 – 12:00

- Transportation drop off (K and H).
- Prepare for build-up:
 - Check all rooms and buildings are open (except the ones that are not yet available).
 - Grab a bite of food.
 - Exchange phone numbers unless the repeater already works.

12:00

- Volunteers should arrive at campus for buildup tasks

12:00 - 18:00

- Build-up.
- Catering vans might arrive.
 - Wafels & zo (14:00).
 - Melis Events (14:00).

18:00 - 18:30

- Collection of all volunteers in K. Build-up should be finished.

- Catering orders food (Chinese): vegan and non-vegan; ask allergies.

18:30 - 19:30

- Dinner.

19:30 - 22:00

- Finishing touches (mostly network and video). Most volunteers go home.

Equipment checklist

What should you have?	Where should it be?	Who should give it to you?	Do you have it?
45 tables (in carts)	H+1	RentEvent	
60 chairs (in carts)	H+1	RentEvent	
28 table cloths (in boxes)	H+1	RentEvent	
12 benches (stacked)	H+1	RentEvent	
4 high tables (in carts)	H+1	RentEvent	
4 high table table cloths (in boxes)	H+1	RentEvent	
4 high chairs (in carts)	H+1	RentEvent	
10 garbage bins	H+1	RentEvent	
10 ropes	H+1	RentEvent	
9 Welcome to H building (A1)	H+2 (Box 55)	Signage	
18 What's going on in H (A1) <ul style="list-style-type: none"> • 9 Saturday • 9 Sunday 	H+2	Signage	

Devroom folders (A4 in folder)	H+2(Box 55)	Signage	
Interior H signage (A4 in folder)	H+1 (Box 55)	Signage	
Box 5 (Printer)	H+2	Transportation	
Box 46 (Infodesk)	H+2	Transportation	
Box 62 (Power cords)	H+2	Transportation	
Box 67 (Building box)	H+2	Transportation	
Box 70 (Coffee)	H+2	Transportation	
Box 74 (Broom sticks)	H+2	Transportation	

People checklist

Who should be there?	Are they here?
FOSDEM Staff	
12 FOSDEM volunteers (Send volunteers to Janson when H is finished).	

Task checklist

What should be done?	When should it be done?	Who should do it?	Has it been done ?
Assemble the main infodesk. <ul style="list-style-type: none"> Put a ribbon in front of the entrance to the infodesk. 	12:00 – 16:00	Staff Volunteers	
Cover University announcement boards with brown paper. Do not cover vending machines.	12:00 – 18:00	Volunteers	
Put devroom folders in each devroom.	12:00 – 18:00	Volunteers	
Use safety tape to cordon off each fire exit and all fire equipment.	12:00 – 18:00	Volunteers	
Tape signs to each devroom (except H.2.111). <ul style="list-style-type: none"> Full/Empty spaces Name of the devroom 	12:00 – 18:00	Volunteers	
Tape signs to FIT room. <ul style="list-style-type: none"> FIT room sign. Only when room is empty!	18:00 – 19:00	Staff	

Assemble the stands. <ul style="list-style-type: none"> • See map and list. • 1 table per stand. • 1 table cloth per 2 stands. • 1 power cord (4 sockets) per stand. Larger ones can be shared. • Put stand name on the stand. 	12:00 – 18:00	Volunteers	
Add What's going on and Welcome to signs. <ul style="list-style-type: none"> • See map. • One of each at every entrance (1 H+1, H+2 and 1 in the entrance from Janson). • Note that "What's going on" is different between Saturday and Sunday. 	12:00 – 18:00	Volunteers	
Divide the space between the stands group A and group B with a black ribbon.	12:00 – 18:00	Volunteers	
Put out ribbons. <ul style="list-style-type: none"> • See map. • In front of the right door of H.2.215. • In front of the left and right door of 	12:00 – 18:00	Volunteers	

H.1.308 and H.1.309. <ul style="list-style-type: none"> • In front of the right door of H.1.302. • In front of the left door of H.1.301. 			
Check glass recycling boxes at every entrance (1 on H+1 and 1 on H+2).	12:00 – 18:00	CI	
Set up the network.	12:00 – 18:00	Network team	
Set up the video system.	12:00 – 18:00	Video team	
Tape off all cables that run over floors or corridors with gaffa tape (do not use duct tape).	12:00 – 18:00	Volunteers	
Put carts for tables and chairs; the boxes that the table cloths came in and signage box in the corridor next to H.2.111. <ul style="list-style-type: none"> • If the room is empty, put them in the room. • Otherwise, do this on Saturday morning. 	16:00 – 18:00	Volunteers	
Put garbage bins around the building, especially where there are not a lot of garbage bins.	12:00 – 18:00	Volunteers	

Assemble the job corner and announcement corner. <ul style="list-style-type: none"> • 4 tables, with table cloth. • Attach rules to the windows. 	12:00 – 18:00	Volunteers	
Add signage to go to Janson.	12:00 – 18:00	Volunteers	

TEAR-DOWN

SUNDAY

General timeline

Sunday

15:00

- BR meeting in K.4.401. Change walkie-talkie batteries.
- BR check on their buildings to ensure that stands/devrooms are aware of tear-down. Make sure the collection points have everything they need.
- BR estimates how many volunteers they need for their building. Contact volunteers team.

16:00 – 20:00

- Tear-down. There is an order in clearing out the buildings: start with AW and U; move to H, F and J; finish with K. Apart from Janson, K-1 and lower H, cleanup starts at 17:00. K-1, Janson and lower H start as soon as the closing talk finishes (~18:00).
- Catering vans will leave. They take care of themselves usually.

20:00 – 20:30

- Collect volunteers in K for volunteer dinner.

20:30 – 20:45

- Sweep K. Garbage out.
- Volunteers leave.

21:00

- Staff dinner.

22:00

- CI closes the bar(s).

Monday

08:30

- Primary building person arrives at ULB. Waits for RentEvent to pick stuff up.

17:00 – 20:00

- Unload vans at the office. Boxes stacked according to the label; and with the label in front.
- We provide food.

Equipment checklist

What should you bring back?	Where should it go?	Is it where it should be?
45 tables (in carts)	H+1	
60 chairs (in carts)	H+1	
28 table cloths (in boxes)	H+1	
12 benches (stacked)	H+1	
4 high tables (in carts)	H+1	
4 high table table cloths (in boxes)	H+1	
4 high chairs (in carts)	H+1	
10 garbage bins	H+1	
10 ropes	H+1	
9 Welcome to H building (A1)	Garbage	
18 What's going on in H (A1) <ul style="list-style-type: none"> • 9 Saturday • 9 Sunday 	Signage	

Devroom folders	H+1 (Box 55)	
Interior signage	H+1 (Box 55)	
Box 5 (Printer)	H+1	
Box 46 (Infodesk)	H+1	
Box 62 (Power cords)	H+1	
Box 67 (Building box)	H+1	
Box 70 (Coffee)	H+1	

People checklist

Who should be there?	Are they here?
FOSDEM Staff	
12 FOSDEM volunteers (Send volunteers to Janson when H is finished).	

Task checklist

What should be done?	When should it be done?	Who should do it?	Has it been done ?
Change signage from Saturday to Sunday. <ul style="list-style-type: none"> • Devroom signs (should be in Devroom folder). • What's going on. 	07:00 – 09:00	Signage volunteers Staff	
All hands meeting in the FIT room (K).	15:00	Staff	
Swap walkie-talkie battery.	15:00	You	
Do a round of all devrooms informing them of clean-up instructions. <ul style="list-style-type: none"> • They should clean-up from 17:00 and finish by 18:00. • They should sweep the room, remove all the trash and take the full trash bags to the containers outside. • Brooms, dust pans and garbage bags can be gotten from the Infodesk. 	16:00 – 17:00	You	

<ul style="list-style-type: none"> • Laminated signs that are in the Devroom must be put in the folder and handed to the Infodesk. • Video and network should not be touched. 			
<p>Do a round of all stands informing them of clean-up instructions.</p> <ul style="list-style-type: none"> • They should clean-up from 17:00 and finish by 18:00. • They should put the tables and chairs on carts (H2.211). Table cloths must be put in the boxes (also H2.211). • They should remove the garbage in the direct surroundings of their stands, as well as everything they brought. • Brooms, dust pans and garbage bags can be gotten from the Infodesk. • Video and network should not be touched. 	16:00 – 17:00	You	
Remove all FOSDEM stuff.	18:00 – 19:00	Volunteers	

<ul style="list-style-type: none"> • Brown paper • FOSDEM signage • Devroom signs • All tape 			
Put FOSDEM equipment in the boxes (if it came out of a box).	17:00 – 19:00	Staff Volunteers	
Load the vans with boxes (there will be a van in H). Follow the instructions of the transportation team.	17:00 – 19:00	Volunteers	
Put all carts and all stuff in H+2 for collection.	18:00 – 19:00	Volunteers	
Sweep floors, empty garbage bins, clean out devrooms, auditoria, corridors and whatever seems dirty.	17:00 – 19:00	Volunteers	
Disassemble the infodesk.	19:00 – 19:30	Volunteers	
Disassemble the FIT room.	18:30 – 19:30	Volunteers	
Remove network. Only after a go from the network team.	18:30 – 19:30	Network team Volunteers	
Remove video.	18:30 – 19:30	Video team	

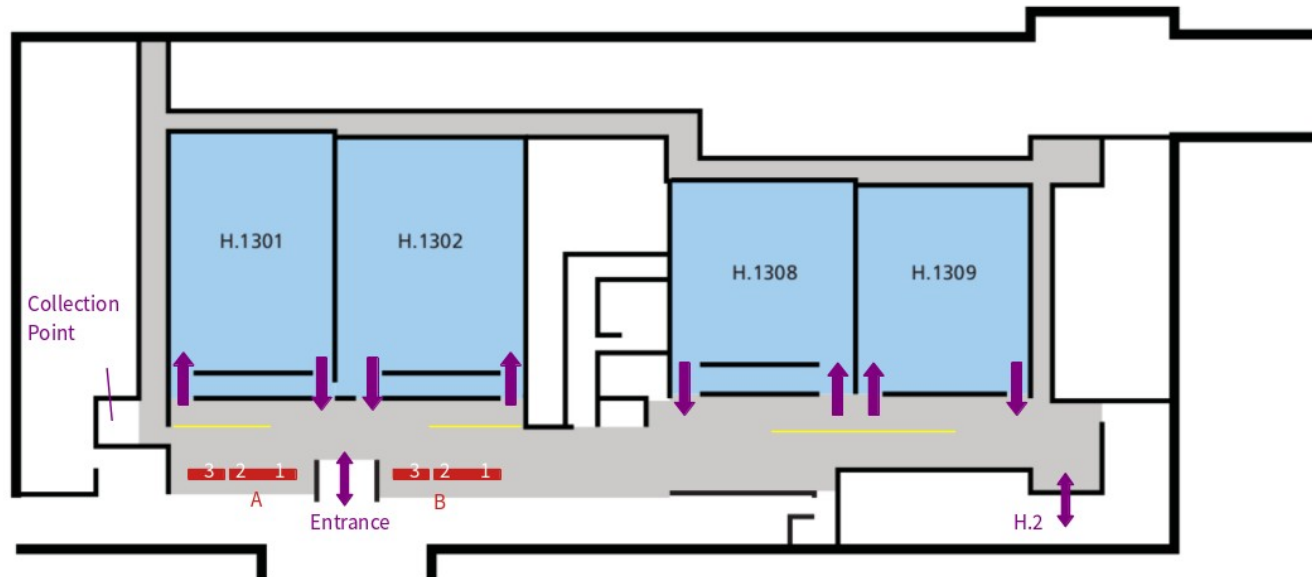
Only after a go from the video team.

Volunteers

MAPS AND LISTS

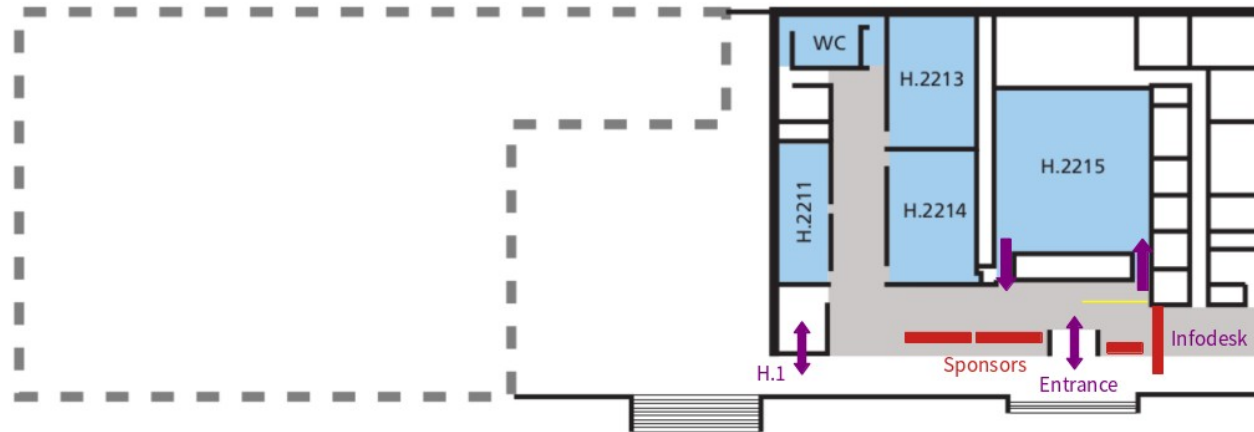
General map

(ignore the stands, see the stands map)



BUILDING H

LEVEL 1

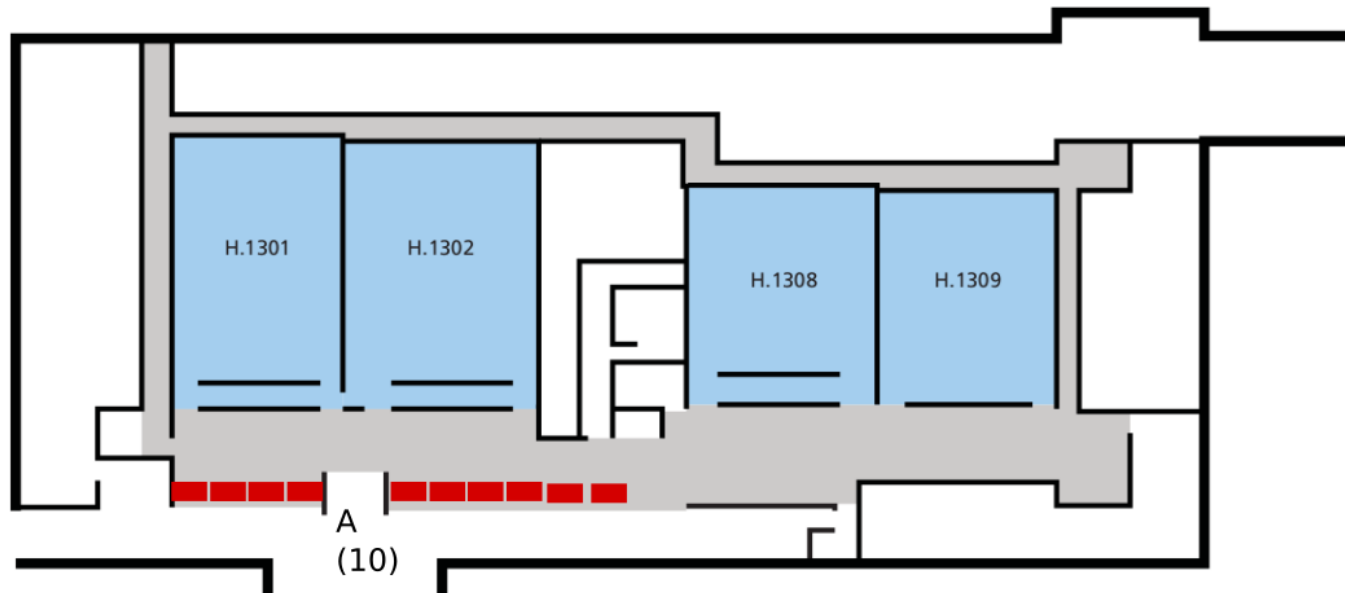


BUILDING H

LEVEL 2

Stands

Map



BUILDING H

LEVEL 1

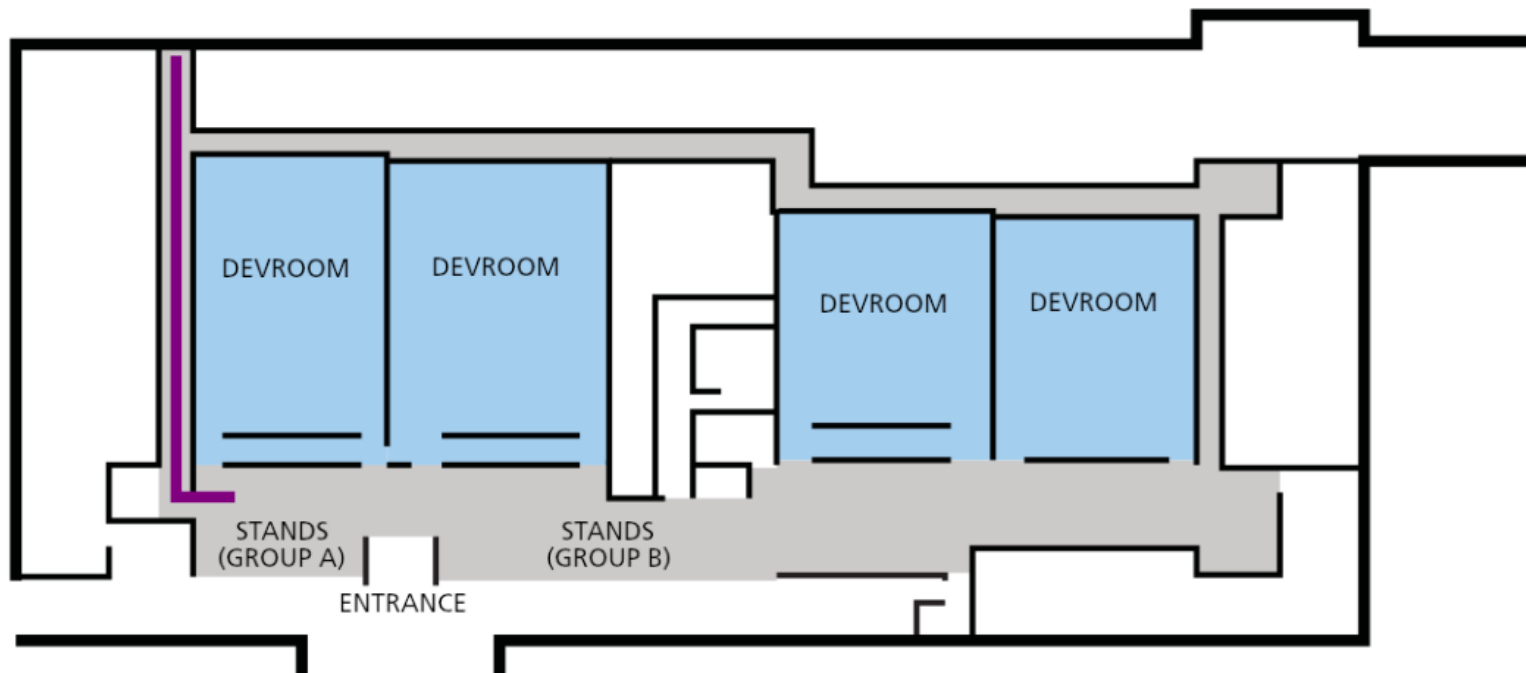
List

Stand	Theme	Floor	Group	Number	Location
AlmaLinux OS	Operating systems	H+1	A	4	H+1A4
Debian	Operating systems	H+1	A	5	H+1A5
Fedora Project	Operating systems	H+1	A	1	H+1A1
CentOS and RDO	Operating systems	H+1	A	2	H+1A2
FreeBSD Project	Operating systems	H+1	A	6	H+1A6
GNOME	Desktop environments	H+1	A	3	H+1A3
openSUSE Project	Operating systems	H+1	A	7	H+1A7
Ubuntu Ecosystem	Operating systems	H+1	A	8	H+1A8
Gentoo	Operating systems	H+1	A	9	H+1A9

Signage

Accessible access Janson via H

- Accessible access to Janson is via H+1.
- Attach signs pointing to Janson in the corridor.



Internal

- Add a sign pointing to the taxi's and buses at each front door. They should point to the right when inside the building.
- Add a sign to the food at each front door. This should point to the left.